

AG-002 CONTRACT FOR GOODS AND SERVICES
(IN THE FOLLOWING CATEGORIES: EXEMPT; SMALL PURCHASE;
SOLE SOURCE; OR EMERGENCY)

INSTRUCTIONS

A. When Used

This form when properly completed is a contract for goods and services between the State of Hawaii department, agency, board or commission and a contractor. The goods and services are in the following categories: Exempt; Small Purchase; Sole Source; or Emergency.

B. General

This form is designed to be completed online. Therefore, if you save the completed form locally, the format of the saved file will be READ-ONLY. Any subsequent changes to the completed form will require saving the form with a new name. Preliminary drafts of the contract may be emailed back and forth until the document is ready for execution. If emailed, the form must be sent from an email account that is clearly recognizable as belonging to the person authorized to work on the form.

The following forms are required to be submitted along with the submission of this form:

AG-008 General Conditions
AG-009 Contractor's Acknowledgement
AG-010 Contractor's Standards of Conduct Declaration
AG-011 Attachment-S1 Scope of Services
AG-012 Attachment-S2 Compensation and Payment Schedule
AG-013 Attachment-S3 Time of Performance
AG-014 Attachment-S4 Certificate of Exemption from Civil Service

The following form may optionally be submitted along with the submission of this form:

AG-015 Attachment-S5 Special Conditions

C. Form Item Usage:

PAGE 1

1. **effective as of** _____. From the dropdown menu select the starting month that the contract is to begin. Then tab to the next field and enter the day, then tab to the next field and select the year from the dropdown menu.
2. **between** _____. The name of the State department, agency, board, or commission entering into the contract.
3. **by its** _____. The title of the person signing the contract for the department, agency, board, or commission.
4. **whose address is** _____. The full mailing address of the agency identified in item # 2.
5. **and** _____. The name of the person or company with which the contract is being executed.
6. **a** _____. The legal form of the Contractor identified in item # 5. i.e. corporation, partnership, joint venture, sole proprietorship, or other legal form.
7. **the State of** _____. The name of the state under whose laws that the contractor identified in items # 5 and # 6 is licensed to do business.
8. **are as follows:** _____. The full business address and taxpayer identification number of the contractor identified in items # 5 and # 6.

RECITALS

9. (check one box):

Check box (1) if the contract is exempt from public bidding.
Check box (2) if the contract is for a small purchase procurement.
Check box (3) if the contract is for a sole source procurement.
Check box (4) if the contract is for an emergency procurement.

10. **pursuant to: (1)** _____. The State sources that are being used to fund the contract. If none, enter N/A.
11. **or (2)** _____. The Federal sources that are being used to fund the contract. If none, enter N/A.
12. **State \$** _____. The amount of State dollars associated with the contract.
13. **Federal \$** _____. The amount of Federal dollars associated with the contract.
14. **D. Pursuant to** _____. The legal authority to enter the contract. For example, § 103D-305, HRS.
15. **E. Chief Procurement Officer** _____. The name of the person who is responsible for approving procurement requests for an agency. Check the appropriate ☐ to indicate that approval has been given or it is not required.

PAGE 2

16. **amount not to exceed** _____. The total maximum dollar amount of the contract spelled out in words.
17. **(\$_____)**. The total maximum dollar amount of the contract shown in numbers.
18. **Bonds.**

Put an X in only one of the following boxes:

☐ is required or ☐ is not required.

Put an X in only one of the following boxes:

☐ performance bond, ☐ payment bond, or ☐ performance and payment bond

19. **bond in the amount of** _____. The total maximum dollar amount of the bond spelled out in words.
20. **(\$_____)**. The total maximum dollar amount of the bond shown in numbers.
21. **Liquidated damages...of** _____. The per day amount of liquid damages spelled out in words.
22. **(\$_____)**. The per day amount of liquid damages shown in numbers.

IN VIEW OF THE ABOVE

STATE

23. **Signature** _____. The signature of the person signing the contract for the State.
24. **Print Name** _____. The printed name of the person identified in item # 22 who is signing the contract for the State.
25. **Print Title** _____. The printed title of the person identified in item # 22 who is signing the contract for the State.
26. **Date** _____. The date that the person identified in item # 22 signed the contract.

CONTRACTOR

27. **Name of Contractor** _____. The name of the contractor identified in item # 5.

CORPORATE SEAL (IF AVAILABLE) _____ The corporate seal of the Contractor specified in item # 5 should be affixed in the space provided.

28. **Signature** _____. The signature of the person signing the contract for the contractor identified in item # 26.
29. **Print Name** _____. The printed name of the person identified in item # 27 who is signing the contract for the Contractor.

30. **Print Title** _____. The printed title of the person identified in item # 27 who is signing the contract for the Contractor.
31. **Date** _____. The date that the person identified in item # 27 signed the contract.
31. **Approved as to form** _____. The signature of the Deputy Attorney General who approved the form of the contract.